

# A Safe Workplace

## A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Inspection Process and Hazard Recognition & Control System	Effective: April 01, 2005
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*The Manitoba Workplace Safety and Health Act and Regulations, section 7.4(5) states "a workplace safety and health program must include a schedule for the regular inspection of the workplace " and requires employers to have an ongoing system for "the identification of existing and potential dangers to workers at the workplace and the measures that will be taken to reduce, eliminate or control those dangers, including procedures to follow in an emergency."*

### Infrastructure Audits

Infrastructure audits are an effective tool for council's use to assist in identifying existing and potential maintenance related issues. The results of the audit provide council with the data to plan for their maintenance requirements immediately and in the future.

### Inspection Process

Inspections are one of the most common and effective tools for identifying and correcting problems before they cause injuries and illnesses. Inspections should also be used to draw attention to and encourage good safety and health practices. Inspections help focus attention on change, help solve problems and can be used as part of a hazard assessment.

**At this time, all inspections will be conducted by the department.**

Inspections will be conducted by departmental staff along with the public works employee and the workplace safety and health (WSH) representatives. The representatives and public works employee must complete training in Hazard Recognition and Control and Level 1 - Workplace Safety and Health. There are two basic types of inspections.

**Unplanned inspections:** are inspections that are not scheduled, and do not necessarily encompass every situation/activity in the workplace. **A minimum of one unplanned inspection is required annually.** This type of inspection does not need to be a complete inspection. The inspection will emphasize high risk areas. These inspections will be conducted during any regular visit throughout the year (exact dates are left to the discretion of departmental staff).

**Planned inspections:** are inspections that are a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices. Planned inspections (WSH Audit) must include an inspection of work processes and procedures.

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**A minimum one planned inspection is required annually.** Planned inspections will cover the following workplaces:

- water systems;
- wastewater systems;
- solid waste; and
- public works (docks, grounds, buildings, vehicles, equipment, roads, skating rinks, arenas, cemeteries).

Planned inspections will be conducted during the infrastructure audit. Follow up on corrective action will occur during the next community visit.

Completed and signed inspection documentation must be filed in the designated WSH file. Records must be retained for 5 years.

### **Hazard Recognition & Control System**

A hazard is defined as any activity, situation or condition that can cause hurt to someone. All council members and council employees have a responsibility to ensure that any and all unsafe or unhealthy conditions are identified and corrective action taken. A hazard assessment identifies the hazard and provides an opportunity to develop a control.

Situations or circumstances may arise that require a hazard assessment can include:

- changes in the workplace that may affect health or safety such as the introduction of new technologies or production methods or new hazards identified;
- problems identified through inspections, concerns, Infrastructure Audits and investigations;
- better ways of doing the job are identified;
- the purchase or replacement of tools, equipment, machines, devices or biological or chemical substances. Legislation requires that suppliers must provide training, instruction or Workplace Hazardous Materials Information System (MSDS sheets) on safe use. Examples that would require training, instruction or MSDS sheets include but are not limited to:
  - tools - chainsaw or lawn mower

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- equipment - tractor or loader
- machines/devices - welder or pipe threader
- biological or chemical substances - chlorine

When a risk or hazard has been identified the following process should be followed:

1. upon notification or observation, the supervisor and the regional office should be notified immediately;
2. the employee should be removed from the hazard until it is controlled; and
3. council should take appropriate action to ensure the safety of residents.

The ongoing system to identify hazards and implement appropriate controls to eliminate or reduce the hazard includes the following:

1. planned inspections and appropriate follow up on corrective action;
2. unplanned inspections and appropriate follow up on corrective action;
3. annual infrastructure audit process and appropriate follow up on corrective action;
4. training or instruction provided by the supplier for new or replaced tools, equipment, machines, devices or biological or chemical substances.
5. new employee orientation on safe work procedures, safe work practices and safety rules;
6. development and implementation of the following:
  - Violence Prevention Policy
  - Community Harassment Prevention Policy
  - Community Ergonomic Plan
7. effective emergency response plan (see Section II-B Emergency Response Plan);
8. effective implementation of a Plan to Control Chemical and Biological Hazards (Prevention Plan) (See Section II-C Plan to Control Chemical and Biological Hazards);
9. completion of required training in Hazard Recognition and Control, Level I – Workplace

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Safety and Health (see Section II-F Workplace Safety and Health Training Requirements);

10. appointment of a workplace safety and health management and employee representatives (see Section II-G Workplace Safety and Health Representatives); and
11. effective implementation of Safe Work Procedures, Safe Work Practices and Safety Rules (see Section III-B, C, D, E and F).

### **Community Responsibilities**

Council must ensure that:

- corrective action is addressed for infrastructure audits and inspections;
- training or instruction provided by suppliers for new or replaced tools, equipment, machines, devices or biological or chemical substances.
- requirements for an Emergency Response Plan are implemented;
- new employees are orientated on safe work procedures, practices and safety rules;
- training is provided to both the management and employee Workplace Safety and Health representatives as outlined;
- documentation is filed accordingly.